

RAIC Syllabus Program

Rules for Issue of RAIC Diploma in Architecture

Revision History

Issued Date	Review Date	Approved Date	Approved By
April 24, 2017			
	October 2019	January 31, 2020	RAIC Board

Purpose

The purpose of the RAIC Diploma Policy is to outline what qualifies a student to receive the RAIC Professional Diploma in Architecture, what steps they need to take to request the Diploma, and the review process.

Statement:

The Royal Architectural Institute of Canada (RAIC) will issue a Professional Diploma in Architecture to each Syllabus Diploma Graduate who has fulfilled all academic and work experience requirements of the RAIC Syllabus. *If a student has any outstanding payments for courses or administrative fees, they will be required to pay this balance before they can be issued their diploma.*

Academic Qualifications

Academic Requirements include obtaining a minimum of ,117 credits [57 academic course credits, and 60 design studio course credits] that have either been “granted” or “earned.” Granted credits are defined as credits obtained through completion of courses outside of the Syllabus program but accepted as equivalent to Syllabus courses through the Entry Credit Assessment or the Equivalence Assessment. Earned credits are defined as credits obtained through the completion of Syllabus courses. *For more information please see the Credit Assessment Policy.*

In order to qualify for graduation no more than 30 academic courses may be “granted” credits, and the courses RAIC675 Design in the Urban Environment, and RAIC 690 Syllabus Diploma Project must be earned credits.

Syllabus Academic Requirements are subject to change to maintain alignment with changes in the Profession and Canadian Education Standard (CES) as assessed by the Canadian Architectural Certification Board (CACB).

Work Experience Qualifications

Work Experience Requirements include completing a total number of hours of work experience accrued under the supervision of an architect licensed to practice architecture in Canada. In addition to the total number of hours required, each student is required to complete the minimum number of hours in each of the 15 categories of practice. Students should be mindful

that provincial and territorial regulators may have specific requirements regarding work experience. Students should consult the *Intern Architects Program* (IAP) booklet and refer to schedule B for IAP which specific information regarding the requirements of each provincial or territorial regulator.

For students who had completed less than half of the program prior to the end of 2013 - Students are required to accrue a minimum of 9,800 hours of qualifying experience. Of the 9,800 hours up to 4,900 hours may be backlogged from work experience accrued up to 7 years prior to admission to the Syllabus program.

For students who have completed more than half of the program prior to the end of 2013 (Grandfathered)- Students are required to accrue a minimum of 5,340 hours of qualifying experience. *If you do not know if you qualify as a grandfathered student, please contact the Syllabus Registrar at info-syllabus@raic.org.*

All work experience hours must be recorded following the Work Experience Policy. A diploma will not be granted to anyone who has not:

- submitted all work experience hours;
- met the minimum total number of hours;
- Met the minimum number of hours per category as indicated on the Syllabus work experience log; or
- has not paid any outstanding late submission fees.

For more information, please see the Work Experience Policy.

Application and Review process for Diploma

Students are expected to request their Diploma online through the RAIC Syllabus Student Portal under the request for documents tab. Following this, the Syllabus Registrar will conduct a review of their academic courses and may require the student to contact Athabasca University and request official transcripts be sent to the Syllabus National Office.

The Syllabus Registrar will contact the student when their academic review has been completed and inform the Director of Syllabus that the student is ready for a final review of their academic and design studio transcript, and work experience log. The student will be sent digital unofficial copies of their transcript and asked to verify the information is accurate and indicates their current mailing address.

Upon completion of the final review, the student will be informed and sent the following:

- ONE (1) Official Diploma signed by both the Syllabus Registrar and Director of Syllabus and sealed with the official RAIC Syllabus stamp;
- TWO (2) copies of Official RAIC Transcript, signed by the Syllabus Registrar and/or the Director of Syllabus sealed with the official RAIC Syllabus stamp; and
- TWO (2) copies of the Official CERB logs, signed by the Director of Syllabus sealed with the official RAIC Syllabus stamp.

The documents will be packaged protectively and sent by regular mail. If the student requests the documents be sent by courier, they will be responsible for paying the shipping fee. A follow-

up email will be sent inviting the graduate to the next Festival of Architecture/Conference Syllabus Graduation Ceremony.

The holder of the RAIC Professional Diploma in Architecture is entitled to use the initials "Dipl.Arch." as an indication of academic qualifications recognized by the Canadian Architectural Certification Board.